

## IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

**PLEASE NOTE:** This Form/Checklist is the property of and is intended to be used solely by the Circuit Court of Montgomery County and its employees. It may be disclosed to and used by other persons or entities for informational purposes only. The contents hereof shall not be deemed legal advice or guidance and may not be relied on in any context, for any purpose, by persons not employed by this Court.

Date: \_\_\_\_\_ File Review By: \_\_\_\_\_  
Case Number: \_\_\_\_\_ Case Caption: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Note Holder: \_\_\_\_\_  
Default Date: \_\_\_\_\_ Date of Notice of Intent to Foreclose: \_\_\_\_\_  
Date of Order to Docket Filed: \_\_\_\_\_ Date of Sale: \_\_\_\_\_

### Checklist for Final Order of Ratification of Sale – Cases filed after July 1, 2010

Guidelines for completing this Checklist:

1. Place a “Y” next to items that are properly filed and there are no questions.
2. Place an “N” next to items that are missing or incorrect and send file to Quality Control for Deficiency Notice.
3. Place a “?” next to items that create uncertainty or questions (i.e. signature issues) and send to Special Foreclosure Master/Examiner.
4. Place N/A for inapplicable items.
5. Place Docket Entry Number and notes in the “Notes” section and explain any issue noted with “N” or “?” (i.e. missing, incomplete and/or bad signature). See last page for additional notes.

No.	Y,N, N/A		Notes	Initials/Date	Def. Notice
		<b>ORDER TO DOCKET</b>			
		Attorney Certification 1-311 – Attorney signing order must have a Maryland Address or a Certification that they are a Practicing Maryland Attorney. Regardless of the office location, an address and phone number are require.			
		Borrower(s) identified			
		Address – Must Match Deed of Trust			
		Maryland Lender License Number (If Applicable)			
		Maryland Mortgage Originator’s License Number (If Applicable)			
		Statement as to whether or not the property is residential property			
		If the property is residential, this statement should state whether: The property is owned – occupied residential property and A Final Loss Mitigation Affidavit is attached			
		If <b>Final Loss Mitigation Affidavit</b> is attached, Order shall include: Request for Foreclosure Mediation in form prescribed by Commissioner of Financial Regulation A copy of the envelope preprinted with address of the Clerk of the Court A copy of the envelope preprinted with address of foreclosure attorney			

No.	Y,N, N/A		Notes	Initials/Date	Def. Notice
		Original or certified copy of Note or other debt instrument or an <b>Affidavit</b> stating that it is a true and accurate copy and certifying ownership			
		Original or certified copy of Deed of Trust or Mortgage or an <b>Affidavit</b> stating that it is a true and accurate copy (or original) and confirming recordation in land records			
		Original or certified copy of the Assignment of the lien instrument or Deed of Appointment of Substitute Trustee or an <b>Affidavit</b> stating that each is a true and accurate copy			
		<b>NOTICE OF INTENT TO FORECLOSE</b>			
		Date of Notice			
		Address – Must Match Deed of Trust			
		Borrower(s)			
		Mortgage Loan Number			
		Date of Default			
		Statement of Nature of Default			
		Total Amount Required to Cure Default			
		Name of Secured Party			
		Telephone Number of Secured Party			
		Name of Loan Servicer			
		Person with Authority to Modify the Terms of the Loan			
		Certifying Notice was Mailed 45 Days Prior to Filing Foreclosure			
		Maryland Lender License Number (If Applicable)			
		Maryland Mortgage Originator's License Number (If Applicable)			
		Commissioner of Financial Regulation			
		Statement of the Foreclosure Process and Time Line			
		Statement Regarding Housing Counseling and Financial Asst.			
		Statement of the Government Agencies and Nonprofit Org.			
		Loss Mitigation Application and: Instructions for completing the loss mitigation application and telephone # to call to confirm receipt of the application.			
		Description of the eligibility requirements for the loss mitigation programs offered by the secured party that may be applicable to the loan secured by the mortgage or deed of trust that is the subject of the foreclosure action. An envelope preprinted with the address of the person responsible for conducting loss mitigation analysis on behalf of the secured party for the loan secured by the mortgage or deed of trust that is the subject of this foreclosure action.			
		<b>AFFIDAVIT OF RIGHT TO FORECLOSE AND STATEMENT OF DEBT</b> (by plaintiff or secured party, or agent or attorney for plaintiff or secured party)			
		<b>MILITARY AFFIDAVIT</b>			

No.	Y,N, N/A		Notes	Initials/Date	Def. Notice
		<b>AFFIDAVIT OF DEFAULT &amp; AFFIDAVIT OF SERVICE OF NOTICE OF INTENT TO FORECLOSE</b>			
		<b>Affidavit</b> stating: Date and Nature of Default Notice of Intent to Foreclose was sent			
		Borrower			
		Record Owner			
		<b>AFFIDAVIT CERTIFYING OWNERSHIP OF DEBT INSTRUMENT</b>			
		<b>AFFIDAVIT OF COMPLIANCE TO ALL OCCUPANTS</b>			
		<b>AFFIDAVIT OF SERVICE OF ORDER TO DOCKET</b>			
		Borrower			
		Record Owner			
		<b>BOND AND APPROVAL</b>			
		Amount			
		Case Number, Borrower(s) and/or Address			
		<b>AFFIDAVIT OF NOTICE OF TIME, PLACE AND TERMS OF SALE</b>			
		Mortgagor			
		Record Owner of Property (If different from Mortgagor)			
		All Occupants			
		Holders of Any Subordinate Interests (If Applicable)			
		County or Municipal Corporation where property is located			
		<b>PRE-SALE PROOF OF ADVERTISING OF NOTICE OF SALE</b>			
		Published 3 times/first – 15 days prior to sale date			
		Date of Sale			
		Borrower(s) – Name must be spelled same as on Deed of Trust			
		Address – Must Match Deed of Trust			
		<b>REPORT OF SALE</b>			
		Address – Must Match Deed of Trust			
		Purchaser			
		Amount of Sale			
		Date of Sale			
		<b>PURCHASER'S AFFIDAVIT</b>			
		Address – Must Match Deed of Trust			
		Purchaser's Name			
		Agent for Purchaser			
		Statement as to whether the purchaser is acting as an agent and, if so, the name of the principal (purchaser)			
		Statement as to whether others are interested as principals and, if so, the names of the other principals			
		Statement that the purchaser has not directly or indirectly discouraged anyone from bidding for the property			
		<b>ADDITIONAL BOND (if purchaser is not Note Holder or person designated by Note Holder to take title on its behalf by writing filed with Clerk)</b>			

No.	Y,N, N/A		Notes	Initials/Date	Def. Notice
		<b>MILITARY AFFIDAVIT – (confirm validity after 6 months)</b>			
		<b>ORDER NISI NOTICE – ISSUED BY CLERK</b>			
		<b>PRINTER'S CERTIFICATION (Post Sale)</b>			
		Original Newspaper Advertisement of Order			
		Correct Case Number			
		Borrower(s) - Name must be spelled same as on Deed of Trust			
		Address – Must Match Deed of Trust			
		Circulation Must be in Montgomery County			
		Dates in Order NISI (Must be published for Three Successive Weeks & Response Date Must be a Work Day)			
		Amount of Sale – Must Match that of the Report of Sale			
		Clerk of the Court's Name and County must be present			
		<b>BANKRUPTCY SUGGESTION</b>			
		<b>RELEASE FROM BANKRUPTCY</b>			
		<b>EXCEPTIONS – Maryland Rule 14-305(d)</b>			

Additional Notes: \_\_\_\_\_

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